

CATHY DAVISON-CM, MS and MPA
219 Delwood Street, Steubenville, Ohio 43952
Cell: (740) 632-2196 • cathy.davison11@gmail.com

OBJECTIVE

To obtain a position where a certified manager who is an organized, dynamic and communicative leader with extensive public and public-private sector management and education experience will add value to an organization by being a compassionate and approachable individual that connects with others regardless of their background, and where skills as an experienced manager and educator in government relations, economic development, finance and budgeting, negotiating contracts and services will be utilized in which to add value to an organization.

EDUCATION

Masters in Public Administration	Norwich University, 2010
Concentration in Financial Analysis and Budgeting	
Masters in Organizational Leadership	University of Denver, 2008
Concentration in Human Resource Administration	
Bachelor of Arts in Political Science	Anderson University, 1992
Concentration in Liberal Arts and Legal Studies	

PROFESSIONAL EXPERIENCE

August 2013 to Present	Eastern Gateway Community College
<u>Adjunct Faculty</u>	<u>Steubenville, Ohio</u>

Adjunct Faculty in the Business Department with a focus on Business and Management Courses, including introduction to business, social media marketing, business math, and human resources management in the both physical and virtual classroom settings.

March 2010 to May 2013	City of Steubenville, Ohio
<u>City Manager</u>	<u>Steubenville, Ohio</u>

Chief Executive Officer for a full service community with a population of 19,000, and an annual operating budget of nearly \$40,800,000. Additional duties include: budget preparation and financial management, public information officer, public and press relations, ballot issue campaign organization and management, and labor negotiations.

- Managed a staff of 218 FTE/PTE in Administration, Police, Fire, Health, Engineering, Sanitation, Utility Collection, Public Utilities, Public Works, Finance, and Parks & Recreation
- Developed new human resource policies
- Negotiated union collective bargaining agreements and managed labor relations and contracts
- Developed a long-term strategic plan and balanced scorecard for municipal government
- Developed municipal financial, internal control, conflict of interest, and code of ethics policies
- Developed municipal budgets and forecasting with a budget manual, message and ordinance
- Presented complex projects to local and state governments to gain their financial and political support
- Developed grant packages for recreation, beautification, economic development and public utility projects
- Managed ongoing building projects for municipal facilities
- Facilitated cohesiveness and understanding amongst Councilmembers, businesses, and residents

October 2011 to June 2013	Norwich University
<u>Course Development (Contract Position)</u>	<u>Northfield, Vermont</u>

Outline and develop online graduate level courses for the Masters in Public Administration program focusing on City Management. The development included syllabus and coursework, including the weekly lectures which included case studies and response questions, as well as written assignments.

August 2007 to February 2010

Town of Murfreesboro, North Carolina

Town Administrator and Financial/Budget Officer

Murfreesboro, North Carolina

Chief Administrator for a full service community with a service population of 8,000, and an annual operating budget of nearly \$7,800,000. Additional duties include: budget preparation and financial management, zoning administration, public and press relations, management of the town's public utility facilities.

- Manage a staff of 90 FTE/PTE in Administration, Police, Fire, Public Utilities, and Parks & Recreation
- Develop municipal budgets and forecasting with a budget manual, message and ordinance
- Develop a long-term strategic plan and balanced scorecard for municipal government
- Develop financial, internal control, conflict of interest, code of ethics and human resource policies
- Authored current economic development plan for the Town of Murfreesboro
- Present complex projects to local and state government officials to gain their financial and political support
- Project Manager for the 58 acre Wastewater Treatment Plant Expansion
- Manage the zoning and planning process for the Town of Murfreesboro
- Manage ongoing building projects for municipal facilities
- Develop an Internship Program with Chowan University
- Successful grant writing for economic development and healthy communities
- Facilitated public relations talks and articles with the local media, civic organizations and University classes
- Facilitate continuous cohesiveness and understanding amongst Council members and Town citizens
- Implement an annual Town Council retreat and strategic planning process
- Created a marketing and economic development partnership with Chowan University, Murfreesboro Chamber of Commerce, and Murfreesboro Historical Association

February 2005 to July 2007

FSEDI & City of Franklin, Virginia

Small Business Economic Development Manager

Franklin, Virginia

Economic Development Manager for a regional population of 27,000 with primary responsibilities focused on a small business economic development program, including the management, budget, programming, business recruitment, and marketing for the small business development program.

- Managed small business recruitment for City of Franklin and Southampton County sites and buildings
- Managed 40,000 square foot Incubator facility, including collection of rents
- Managed construction, new tenant space layout, operation and maintenance of Incubator facility
- Responsible for hiring and supervision of staff and consultants required to operate the Incubator
- Responsible for marketing and public relations of the incubation facility and its tenants
- Researched and wrote grants to secure funding for the Incubator
- Drafted leases and supervise lease signing and matriculation into the Incubator program
- Lobbied local, state and federal government officials on behalf of Virginia Business Incubation Association
- Coordinated meetings with local, state and federal agencies on behalf of area businesses
- Assisted small businesses in Franklin and Southampton County with retention and expansion plans
- Directed a tenant recruiting and selection program
- Developed a business incubation program that is utilized as a national model for business incubators
- Developed marketing materials for the Business Incubator
- Developed a Youth Entrepreneur Program for Franklin and Southampton County high school students
- Ensured that tenants receive necessary business management assistance through staff or referral resources
- Established a network of professionals to serve as a resource base / mentors for tenants
- Prepared and administered annual budget inclusive of securing funding for operations of the Incubator
- Prepared and executed the strategic plan of the Incubator in accordance with the mission statement
- Authored a monthly business column for *The Tidewater News*

August 2004 to February 2005

City of Franklin, Virginia

Assistant to City Manager and City Attorney

Franklin, Virginia

Primary Assistant to the City Manager and City Attorney for a full service community with a population of 8,500, an annual operating budget of nearly \$52,489,000 including schools, and 225 FTE/PTE with water, wastewater sewer, stormwater, and electric utilities. Additional duties include: construction oversight of a federal grant project, department budget preparation, managed surety bond compliance program, and public and press relations for the business incubator.

- Served as Interim Incubator Manager
- Project Managed the construction and completion of the \$2.5 million Incubator Project
- Assisted with the City's fiscal budget preparation
- Assisted with preparation of grants and proposals as directed by the City Manager
- Assisted with the preparation of the City's strategic plan based on City Council's vision for the City.
- Managed the development surety bond compliance program within the City
- Designed Business Incubator marketing materials, prospective tenant documents, and a trade show display
- Screened prospective Incubator tenants and gave tours of the Incubator Building
- Assisted citizens with complaints, concerns and questions on a daily basis
- Staff to the Personnel Excellence Performance "Star Performer" Committee
- Updated Ordinance, Boards and Commissions, Legal Research and Minute Books
- Prepared City Council Agenda Packets
- Indexed files, ordinances, legal documents as needed

May 2002- August 2004

Tidewater Builders Association

Government and Regulatory Affairs Specialist / Lobbyist

Chesapeake, Virginia

Government /Regulatory Affairs Specialist and Lobbyist for the second largest homebuilders association in the Commonwealth of Virginia with over 1000 building industry members which assisted in the government relations on all levels of government.

- Assisted with the lobbying for the homebuilders association at the local, state and federal level.
- Authored and published a weekly Building Update on the activities within Hampton Roads, State and Federal government levels that would affect the homebuilding industry.
- Assisted the homebuilding industry to resolve any issues which they may have in obtaining permits and working their way through the development process.
- Filed all appropriate Political Action Committee paperwork with the Commonwealth of Virginia on a quarterly basis.
- Staffed the Multi-house Council in order to assist them with any political issues that they may have on the local, state and federal levels.

CONTINUED PROFESSIONAL EDUCATION

International Economic Development Council

2007 - Small Business and Entrepreneur Development

2006 - Basics in Economic Development and Marketing Your Community

International City/County Management Association

2009 - A Manager's Role in Moving a Community from *Good to Great*

2009 - Essential Management Skills for City Management

2008 - Effective Leadership Skills for Municipal Government

2008 - Asking Your Police and Fire Chief the Right Questions

U. S. Department of Homeland Security - FEMA

2007 - National Incident Management System Certification ICS 100, 200, 300, 500, 700, and 800

University of North Carolina's School of Government

2009 – Public Executive Leadership Academy

2007 - Budget Preparation and Enactment

MEMBERSHIPS / AFFILIATIONS

International Economic Development Council

Ohio Oil and Gas Association

Society of Human Resources Management

Grand Theater Historic Restoration Project

- Marketing Committee

Women in Action Against Cancer Coalition

- Strategic Planning and Marketing Committee
- Finance Committee

Rotary International, Steubenville Chapter

- Board of Directors

International City/County Management Association

- 2013 ICMA Credential Manager
- 2012 – 10 Year ICMA Service Award
- 2012 ICMA Credential Manager Candidate
- ICMA Advisory Board on Graduate Education
- ICMA Task Force Women in the Profession

Ohio City/County Management Association

- OCMA Professional Development Committee